

<b>Procedure: <i>Holding Architecture Oversight Group Meetings</i></b>	
<b>Issue Date: May 5, 2000</b>	<b>Procedure ID: <i>P-GP-020</i></b>
<b>Supersedes: March 8, 2000</b>	<b>Rev/Change 2.0</b>

1. **Purpose:** The provide instruction for the functions of the Architecture Oversight Group (AOG)
2. **Applicability:** This procedure is applicable to all government and contractor personnel assigned to ATISD
3. **Responsibility:** AOG chairperson
4. **Support:** AOG Analysis Team
5. **Invoked By:**  
Standard Process
6. **Inputs:**  
Requirement package  
Requirements Specifications                      S-PE-187  
Impact analysis
7. **Outputs:**  
AOG meeting minutes  
Attendance sheet  
Requirement packages w/appropriate recommendation
8. **Procedures Invoked:** N/A
9. **External Procedures Referenced:** N/A
10. **Procedure Steps:** N/A
  - a) At least five days prior to the AOG meeting date, the AOG Chairperson determines which items are to be considered at the next AOG meeting and coordinates the meeting requirements with the AOG Analysis Team Leader.
  - b) The AOG Analysis Team Leader surveys the AOG members to determine a mutually agreeable time and date for the AOG meeting. The AOG Analysis Team Leader reserves a conference room for a two hour period, prepares the AOG meeting agenda package (containing the requirement packages (including impact analyses), open action items from previous AOG meetings, and all other items to be addressed by the governing AOG), and identifies the AOG date, time, and location.
  - c) At least two days prior to the AOG, the AOG Analysis Team Leader distributes the agenda package for review and analysis to the AOG members.

- The AOG members review requirement packages and accompanying impact analyses
  - Determine if the change is within scope of the contract
  - Verify the validity of the requirement/requirement modification; ensure it fixes the problem or improves the product
- d) The AOG Chairperson convenes the AOG. A representative from each division holding a membership position must be present to take action. Representatives must have full authority to commit their respective area to an AOG action.
  - e) The AOG Chairperson and the AOG members: review and discuss the requirement packages and recommend disposition for CCB consideration (Approve, Disapprove, Defer). Those requirement packages determined to be insufficient will be returned to the submitter for correction.
  - f) The AOG Chairperson and AOG members: review action items from previous AOG meetings; close action items if completed re-assign/reschedule if incomplete.
  - g) The AOG Chairperson has each AOG member sign the AOG attendance sheet and closes the meeting.
  - h) The AOG Analysis Team Leader compiles minutes from the AOG, including action items, AOG attendance sheet, and collects requirement packages for appropriate disposition.
  - i) The AOG Analysis Team Leader provides the minutes to the AOG Chairman for review and signature and, upon completion, forwards to the AOG members, the requirements DB manager, and other individuals as designated by the AOG chairperson. A soft copy of the AOG minutes is filed in a designated location.
  - j) The AOG Analysis Team Leader forwards requirement packages determined sufficient to the engineering team, and returns insufficient packages to the requirement submitter for correction. Soft copies of the forwarded packages are filed in a designated location.

**11. Notes:** N/A